



# Vendor Book



P.O. Box 3192  
Bonners Ferry, ID 83805

www.bonnerrferryfarmersmarket.org  
info@bonnerrferryfarmersmarket.org

Congratulations on becoming part of our thriving market. The information contained in this book will help you acquaint yourself with the rules and procedures of our market. Please complete the Application & Vendor Information Sheet on the back page and tear it off. Give it along with your ST-124 tax form to the Market Manager. Welcome to the Market!

Bonnerr Ferry Farmers Market

## Contact Information

### Bonnerr Ferry Farmers Market

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Bonners Ferry, ID 83805

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Questions?? Stop in at the market on Saturdays and talk to our market manager.

## Market Manager

Jesse McGee  
(208) 304-6625

## Market Hours

Saturdays 8am to 1pm (Set-up begins at 7am)

## Board of Directors

**Gail Cathcart** (208) 267-2780  
Chairperson No e-mail Access

**Barbara Hansen** (208) 267-1200  
Treasurer treasurer@bonnerrferryfarmersmarket.org

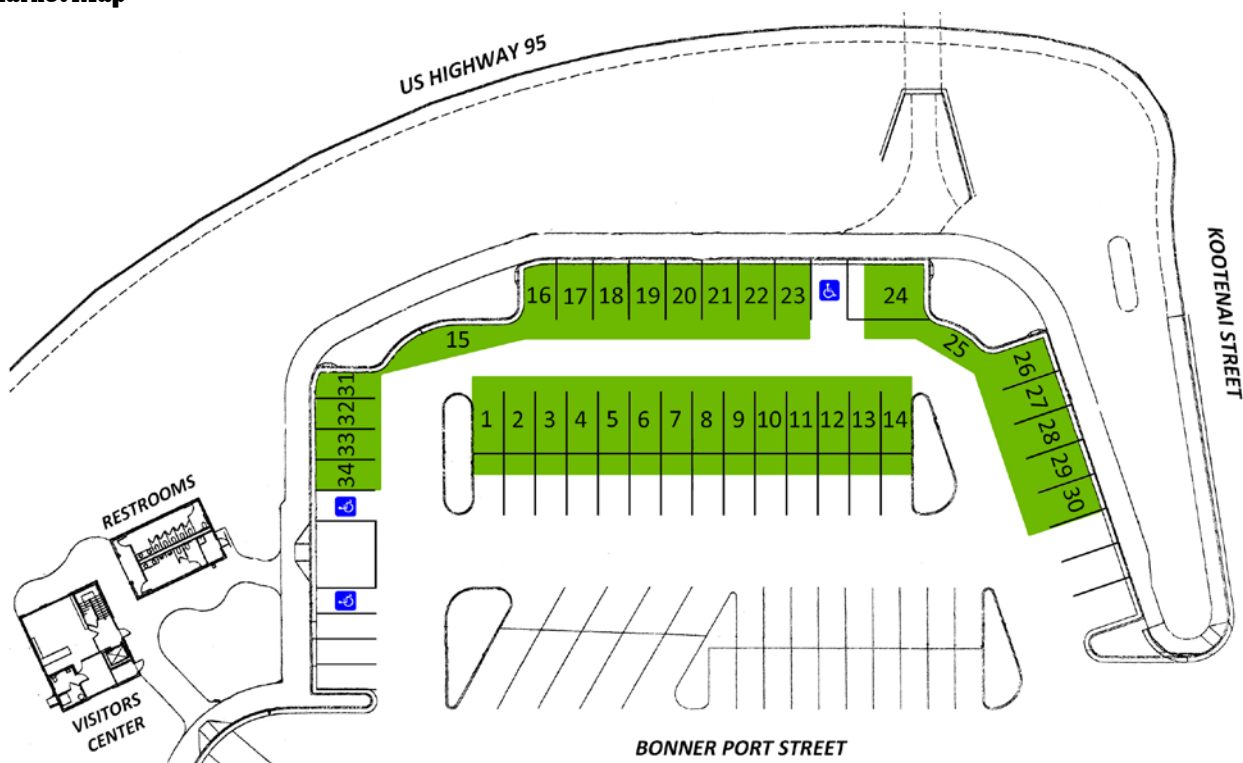
**Ali & Cal Stanch** (208) 267-0545  
Secretary/Advertising secretary@bonnerrferryfarmersmarket.org

**Cheryl Clark** (208) 267-5296  
Alternate alternate1@bonnerrferryfarmersmarket.org

**Judy Nissen** (208) 627-3310  
Alternate Alternate2@bonnerrferryfarmersmarket.org

**All Board Members** board@bonnerrferryfarmersmarket.org

## Market Map





## Bonnerr Ferry Farmers Market Rules

All who wish to participate in the Market will complete and sign an application. Your Application will be collected yearly at the Spring Vendor Meeting or on the first day of your attendance at the Market. This application will constitute an agreement between the vendor and the Market to abide by the policies and rules of the Bonners Ferry Farmers Market.

1. Market hours are Saturday 8:00 am to 1:00 pm. Setup begins at 7:00am. Please no sales before 8:00am. Vendors may buy from each other before the market opens to the public.
2. **NEW** craft vendors will be required to submit 3 photos that represent the items they wish to sell & an application prior to selling at the market. A quorum of board members will review the submitted information and notify the applicant if approved.
3. Vendors pay an Annual Membership Fee per 1 space plus a % of gross sales. This is to offset expenses for advertising, on-site Idaho nursery license & liability insurance, City of Bonners Ferry business license & space rental, market website, signs, market events, printing, postage & more. Receipts are available at check out. **All weekly dues are to be paid by the end of the Market day.**
4. Each Vendor is allotted one 10' X 10' space. 1 vehicle is allowed per space. Any other vehicles, trailers, or equipment must be parked off site. The goal is to create a market layout that is complimentary to all vendors and to the market as a whole. All vendors should check in with the Market Manager for placement at the beginning of each market. Season space assignment will be at the discretion of the Board and Market Manager. Should a vendor with a reserved space not be able to attend they **must** notify the Market Manager 1 day prior to the market so their space can be filled.
5. Vendors must be residents of the contiguous counties/province including & bordering Boundary County: Boundary County, Bonner County, Pend Orielle County (Washington), Lincoln County (Montana), southern British Columbia (Canada), all within 50 miles of Bonners Ferry.
6. Vendors shall sell only products that they themselves grow, harvest, create, or produce within 50 miles of Bonners Ferry. No reselling or selling for others is permitted. No garage sale, flea market or wholesale items are permitted.
7. All products must comply with state and local Health and ISDA rules. Please check their requirements to see how this applies to you. Vendors whose food types require licensing must have their actual farmers' market stand, equipment, and services (includes kitchen) inspected by an Idaho Health District Environmental Health Officer. The Market will need to have copies of these licenses and inspections on file before sales can take place. Those Vendors must have food establishment permits on site.

8. Vendors must comply with all state & local laws, ordinances, and regulations and those of the Bonners Ferry Farmers Market. The Bonners Ferry Farmers Market works cooperatively with the USDA, ISDA, Panhandle Health Dept, Idaho Tax Commission and the City of Bonners Ferry. Violations of any US, State or local laws or regulations will result in suspension of membership without reimbursement of fees. Any resulting fines shall be the responsibility of the violating vendor. The Bonners Ferry Farmers Market Board of Directors and market vendors will follow the law under counsel of these authorities.
9. You are responsible for obtaining your own product liability insurance. The Farmers Market has liability insurance that covers accidents only.
10. All vendors are required to collect Idaho State sales tax on any sales made at the market. Vendors must complete Idaho Form ST-124 each year before any sales can take place.
11. **NO DUMPING IS ALLOWED.** Vendors are not allowed to give products away for free or at unreasonably low prices, thus undercutting potential sales of other vendors. Please take time to know your production costs and set your prices at a fair market value.
12. Vendors must be present during market times. You may substitute a family member or on-farm employee occasionally if the need arises.
13. Please take into consideration that you are part of your display and that the market is a family oriented venue. We aim for a clean, attractive look at the market. Please leave your space cleaner than you found it.
14. It is Mandatory that your set-up be wind-proof with weights and tie-downs on all 4 legs to protect customers & vendors from blow-overs on blustery days at the market. Your display must also stay within your 10'x10' space (including canopy legs), and not block access to other vendor's spaces.
15. All animals for sale or display must be contained or on a leash at all times.
16. Consequences of not following the Bonners Ferry Farmers Market rules:
  1. First Offence: verbal warning from the Market Manager to correct the violation.
  2. Second Offence: verbal warning from the Market Manager to correct the violation.
  3. Third Offence: Written warning to the vendor of continued violation with consequences of action from the board. This will include temporary or permanent suspension from the market for the season at the boards discretion. Written notice will be provided and consequences will be enforced. There will be no refund of vendor fees when suspended.
17. Any problems or suggestions may be brought before the Board of Directors. This will ensure a relaxed atmosphere with good communication between all vendors.



## **Food Rules & Guidelines**

The following is provided for information only and is current as of March 1<sup>st</sup>, 2010. If you are selling food items it is strongly recommended that you contact the Panhandle Health District for approval of your product. Their contact information is located on the following page.

### **Standard Operating Procedure Regarding Farmer's Markets**

Per the Idaho Food Code IDAPA 16.02.19.110.01

Agricultural (farmers) markets, both transient and permanent, sell only raw fruits and vegetables, nuts in the shell, and as a minor portion of the operation, they may sell factory sealed, non-potentially hazardous foods. They may display their products in open-air stands. Vendors selling products per the stated definition will not be issued food establishment licenses unless they expand beyond fruits, vegetables and nuts in the shells and the exempted items of fruit jams and jellies (cooked with sugar added), non-potentially hazardous baked goods (no meats, fruits, vegetables or dairy). Any person offering the exemptions for sale, must post a sign stating this food is produced in a home kitchen and is not inspected by a regulatory authority.

As of July 1, 2009, vendors selling "farm fresh" eggs will not be required to obtain a food license from the health district. However, the following rules still apply per IDAPA 02.02.11, "If an individual has less than 300 birds, he/she can sell the eggs without complying with the requirements. However, the eggs must be clean and the container must be labeled with the individual's name, address, phone number, and the words "UNGRADED EGGS"." This exemption only applies to vendors selling direct to consumer at the farmers' market and does not apply to any other retail or wholesale activities.

Any other food products sold must meet the requirement of the Idaho Food Code for mobile, temporary, intermittent, processor and / or full service foods. Any processed food products (i.e. Dry mixes, vinegar, etc.) must be prepared in an approved, licensed commissary / commercial kitchen (not a home kitchen), properly labeled and the processor must have a current license.

## **Other food related information**

The sale of potentially hazardous foods (including but not limited to cut melon, raw seed sprouts, garlic-in-oil preserves, cooked plant food and raw or cooked meat) make the vendor a regulated food establishment and subject to the requirements of the Idaho State UNICODE. Therefore, those vendors need to obtain a license.

Wild mushroom collectors are required to have a permit.

Dairy products are regulated by the USDA and Idaho Department of Health.

**Please contact Panhandle Health District for more details.**



## Vendor Resources

### Idaho State Department of Agriculture

P.O. Box 790 Boise, Idaho 83701 (208) 332-8500

www.agri.idaho.gov

### International Trade and Domestic Market Development, Idaho State Department of Agriculture

PO Box 790, Boise ID 83701

**Leah Clark** - Agriculture Trade Specialist (208) 332-8684 leah.clark@agri.idaho.gov

www.agri.state.id.us/Categories/Marketing/FMmarketing.php

### Panhandle Health District

P.O. Box 893 7402 Caribou Bonners Ferry, ID 83805 (208) 267-5558 [www.phd1.idaho.gov](http://www.phd1.idaho.gov)

**Gail Wright** - Environmental Health Specialist [gwright@phd1.idaho.gov](mailto:gwright@phd1.idaho.gov)

### Idaho State Tax Commission

PO Box 36 Boise ID 83722-0410 (800) 972-7660

**Timothy Hurst** (208) 334-7575 timothy.hurst@tax.idaho.gov

### ISDA Bureau of Weights & Measures

PO Box 790 Boise ID 83701-0790 (208) 332-8690

**Harold Hall** – District 4a Inspector (208) 651-8088 Harold.Hall@agri.idaho.gov

### Idaho Preferred Program

P.O. Box 790 Boise, Idaho 83701 www.idahopreferred.com IdahoPreferred@agri.idaho.gov

**Leah M Clark** - Idaho Preferred (208) 332-8684 leah.clark@agri.idaho.gov

*A program promoting products grown & produced in IDAHO*

### Growing for Market - A national monthly newsletter for direct market farmers

P.O. Box 3747 Lawrence, Kansas 66046 (800) 307-8949 www.growingformarket.com

We have more web-only and other resources listed on our website.

Go to [www.bonnersferryfarmersmarket.org/vendor\\_resources.html](http://www.bonnersferryfarmersmarket.org/vendor_resources.html)



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## Vendor Application

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ E-mail Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Product you will sell at our market (list all): \_\_\_\_\_

\_\_\_\_\_

**Participation:** To better help us plan our season please circle the weeks you anticipate vending at the market.

**Apr:** 4 **May:** 1 2 3 4 **Jun:** 1 2 3 4 5 **Jul:** 1 2 3 4 **Aug:** 1 2 3 4 **Sept:** 1 2 3 4 5 **October:** 1

**Request a space:** A space is 10 x 10 ft. You will need to keep your display area within these boundaries.

- 1 (10 x 10) ANNUAL MEMBERSHIP** - \$25 fee plus 5% of gross sales.
- 1 (10 x 10) NON-PROFIT/ORGANIZATION** - FREE on a space available basis. Information only – NO SALES.  
No political or religious information will be allowed.

I request to participate in the Bonners Ferry Farmers Market. My signature below indicates that I agree to read and to abide by the polices & procedures of the Market. I realize that failure to do so may result in revocation of attendance privileges.

I also agree to indemnify and hold harmless the Bonners Ferry Farmers' Market, its representatives and agents from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to my activities at the market.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

I understand and have read the regulations regarding vendor food permits. I am required to make a copy of my permit or license if required, to be given to the Market Manager with my application, on the first day I vend at the Market. I must have a copy of my permit(s) on site at all times

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_





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## VENDOR INFORMATION SHEET

To help promote the market and our vendors we ask that you provide the information below. This information will be used on the market website and may also be shared with members of the press on request for market publicity.

- I wish to opt out. Please do not list or share my information on the website. Initial here: \_\_\_\_\_
- Please list only my basic information (Name, Business, Address, Phone, e-mail, Products Sold)
- Please list my basic information and the following information.

Number of years vending at our market: \_\_\_\_\_ Seasons you vend:  Spring  Summer  Fall

Unusual/Special Products: \_\_\_\_\_

New products this year: \_\_\_\_\_

Other places people may purchase/see your products. Other Farmers Markets you sell at and which days:  
\_\_\_\_\_  
\_\_\_\_\_

Your Website: \_\_\_\_\_ Do you want a link to it?  Yes  No  
*(All material to be pre-approved and suitable for family audiences and webhost guidelines)*

Organic grower?  Yes  No # of years? \_\_\_\_\_ Certified?  Yes  No Certification # \_\_\_\_\_

Registered Organic?  Yes  No Registered # \_\_\_\_\_

Other certification: (Demeter, Oregon Tilth, USDA, etc.) or growing techniques: \_\_\_\_\_  
\_\_\_\_\_

Any other information you would like included about your farm, market booth, or products? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you would like a picture of your booth/products (or a farm photo) on the market website, please bring one to the market. You can also e-mail your photo to [info@bonnerrferryfarmersmarket.org](mailto:info@bonnerrferryfarmersmarket.org). If you would like a photo of your booth/products taken during the market let the Market Manager know.

I hereby grant the Bonners Ferry Farmers Market permission to publish my name and business name, address, phone numbers, & other information provided in a Market Publication to be shared with other Market members and on the Market website.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_